

SAMUELS LIBRARY, INC.

Front Royal, Virginia

FINANCIAL REPORT

June 30, 2013

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Samuels Library, Inc.
Front Royal, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of Samuels Library, Inc. which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Samuels Library, Inc. as of June 30, 2013 and 2012, and the changes in net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Gount, Hyde & Barbour, P.C.

Winchester, Virginia
November 11, 2013

SAMUELS LIBRARY, INC.

Statements of Financial Position

June 30, 2013 and 2012

Assets	2013	2012
Cash and cash equivalents	\$ 164,264	\$ 291,564
Pledges receivable	2,000	8,000
Capital lease receivable	236,202	262,810
Investments	258,404	--
Land, buildings and equipment, net	<u>350,152</u>	<u>397,396</u>
 Total assets	 <u>\$ 1,011,022</u>	 <u>\$ 959,770</u>
 Liabilities and Net Assets		
 Liabilities		
Accounts payable and accrued expenses	\$ <u>19,302</u>	\$ <u>10,519</u>
 Net Assets		
Unrestricted	\$ 979,994	\$ 930,371
Temporarily restricted	<u>11,726</u>	<u>18,880</u>
Total net assets	<u>\$ 991,720</u>	<u>\$ 949,251</u>
 Total liabilities and net assets	 <u>\$ 1,011,022</u>	 <u>\$ 959,770</u>

See Notes to Financial Statements.

SAMUELS LIBRARY, INC.

Statement of Activities

For the Year Ended June 30, 2013

	2013		
	Unrestricted	Temporarily Restricted	Totals
Revenues and Other Support			
Warren County	\$ 752,500	\$ --	\$ 752,500
Virginia State Aid	137,408	--	137,408
Town of Front Royal	47,500	--	47,500
Fundraising income	26,334	--	26,334
Private gifts and grants	88,702	7,800	96,502
Interest earned	7,665	--	7,665
Fines and copier revenue	37,351	--	37,351
Loss on disposal of fixed assets	(2,890)	--	(2,890)
Miscellaneous fees	19,165	--	19,165
Realized and unrealized gain/loss	(11,629)	--	(11,629)
Total revenues and other support before releases	\$ 1,102,106	\$ 7,800	\$ 1,109,906
Net assets released from restriction	14,954	(14,954)	--
Total revenues and other support	\$ 1,117,060	\$ (7,154)	\$ 1,109,906
Expenses			
Automated systems	\$ 20,827	\$ --	\$ 20,827
Book-related costs	17,454	--	17,454
Books, cassettes, and videos	82,696	--	82,696
Children and adult programs	18,448	--	18,448
Computer hardware and software supplies	17,546	--	17,546
Depreciation	69,222	--	69,222
Fundraising	4,575	--	4,575
Insurance	5,879	--	5,879
Investment fees	153	--	153
Maintenance service and supplies	52,169	--	52,169
Office equipment and maintenance	14,039	--	14,039
Office expense	16,974	--	16,974
Other expense	23,320	--	23,320
Salaries	527,296	--	527,296
Subscriptions	8,375	--	8,375
Taxes and benefits	116,210	--	116,210
Utilities	72,254	--	72,254
Total expenses	\$ 1,067,437	\$ --	\$ 1,067,437
Change in net assets	\$ 49,623	\$ (7,154)	\$ 42,469
Net assets, beginning of year	930,371	18,880	949,251
Net assets, end of year	\$ 979,994	\$ 11,726	\$ 991,720

See Notes to Financial Statements.

SAMUELS LIBRARY, INC.

Statement of Activities

For the Year Ended June 30, 2012

	2012		
	Unrestricted	Temporarily Restricted	Totals
Revenues and Other Support			
Warren County	\$ 675,385	\$ --	\$ 675,385
Virginia State Aid	136,420	--	136,420
Town of Front Royal	95,000	--	95,000
Fundraising income	24,216	--	24,216
Private gifts and grants	12,298	7,725	20,023
Interest earned	5,151	--	5,151
Fines and copier revenue	37,000	--	37,000
Loss on disposal of fixed assets	(75)	--	(75)
Miscellaneous fees	18,278	--	18,278
Total revenues and other support before releases	\$ 1,003,673	\$ 7,725	\$ 1,011,398
Net assets released from restriction	13,200	(13,200)	--
Total revenues and other support	\$ 1,016,873	\$ (5,475)	\$ 1,011,398
Expenses			
Automated systems	\$ 23,038	\$ --	\$ 23,038
Book-related costs	13,984	--	13,984
Books, cassettes, and videos	84,498	--	84,498
Children and adult programs	15,870	--	15,870
Computer hardware and software supplies	21,210	--	21,210
Depreciation	64,406	--	64,406
Fundraising	6,021	--	6,021
Insurance	4,384	--	4,384
Maintenance service and supplies	63,735	--	63,735
Office equipment and maintenance	11,131	--	11,131
Office expense	17,686	--	17,686
Other expense	21,128	--	21,128
Salaries	498,144	--	498,144
Subscriptions	6,090	--	6,090
Taxes and benefits	113,653	--	113,653
Utilities	85,012	--	85,012
Total expenses	\$ 1,049,990	\$ --	\$ 1,049,990
Change in net assets	\$ (33,117)	\$ (5,475)	\$ (38,592)
Net assets, beginning of year	963,488	24,355	987,843
Net assets, end of year	\$ 930,371	\$ 18,880	\$ 949,251

See Notes to Financial Statements.

SAMUELS LIBRARY, INC.

Statements of Cash Flows

For the Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Cash Flows from Operating Activities		
Change in net assets	\$ 42,469	\$ (38,592)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net realized and unrealized loss on investment securities	11,629	- -
Depreciation	69,222	64,406
Loss on disposal of fixed assets	2,890	75
Changes in assets and liabilities:		
Decrease in pledges receivable	6,000	6,000
Increase (decrease) in accounts payable and accrued expenses	8,783	(748)
Net cash provided by operating activities	<u>\$ 140,993</u>	<u>\$ 31,141</u>
 Cash Flows from Investing Activities		
Purchase of property and equipment	\$ (24,868)	\$ (29,517)
Acquisition of new investments	<u>(270,033)</u>	<u>- -</u>
Net cash (used in) investing activities	<u>\$ (294,901)</u>	<u>\$ (29,517)</u>
 Cash Flows from Financing Activities		
Proceeds from capital lease receivable	<u>\$ 26,608</u>	<u>\$ 28,368</u>
 Net (decrease) increase in cash and cash equivalents	\$ (127,300)	\$ 29,992
 Cash and Cash Equivalents		
Beginning	<u>291,564</u>	<u>261,572</u>
 Ending	<u>\$ 164,264</u>	<u>\$ 291,564</u>

See Notes to Financial Statements.

SAMUELS LIBRARY, INC.

Notes to Financial Statements

Note 1. Nature of Operations

Samuels Library, Incorporated (“the Library”) is a Virginia nonprofit corporation. Its purpose is to operate a public library serving the Town of Front Royal and Warren County, Virginia. The Library’s major sources of income are from Warren County, the Town of Front Royal and Virginia State Aid.

Note 2. Significant Accounting Policies

The financial statements of the Library have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Contributions

The Library reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Gifts of land, buildings, and equipment are presented as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Library reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Net Asset Groups

Permanently restricted net assets consist of various individual gifts from donors who have stipulated, as a condition of the gift, that the principal is to be maintained intact in perpetuity and that only the income from the investment be expended either for unrestricted purposes or for purposes stated by the donor. The Library has no permanently restricted net assets as of June 30, 2013 and 2012.

Temporarily restricted net assets consist of individual gifts from donors who have stipulated time or purpose restrictions. Assets are released from restriction and reclassified to other net asset groups as the Library fulfills the donor stipulation or upon passage of time. Restrictions whose purpose was fulfilled in the year of restriction are recorded as unrestricted donations for the year. The Library has temporarily restricted net assets of \$11,726 and \$18,880 for the years ended June 30, 2013 and 2012, respectively.

Notes to Financial Statements

Cash and Cash Equivalents

For purposes of reporting cash flows, the Library considers all highly liquid debt instruments purchased with a maturity of twelve months or less to be cash equivalents. The Library's cash accounts are maintained in two commercial banks located in Virginia.

Plant Assets and Depreciation

All purchases of property and equipment have been recorded at cost. Property and equipment that is donated to the Library is stated at its fair market value at the time of donation. Depreciation is determined by the straight-line method. Estimated useful lives for purposes of depreciation are as follows:

	<u>Years</u>
Buildings and improvements	20-33
Equipment	3-15
Furniture and fixtures	10

Depreciation expense was \$69,222 and \$64,406 for the years ended June 30, 2013 and 2012, respectively.

Revenue Recognition

The Library recognizes revenue in the year it is earned.

Fair Value of Financial Instruments

The carrying amounts of the Library's financial instruments approximate their fair value.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Tax Status

The Internal Revenue Service has determined that the Library is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Notes to Financial Statements

Fair Value of Financial Instruments

Accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1) and the lowest priority to unobservable inputs (level 3). The three levels of the fair value hierarchy under the standards are described as follows:

Level 1 – Valuations for assets and liabilities traded in active exchange markets. Valuations are obtained from readily available pricing sources for market transactions involving identical assets or liabilities.

Level 2 – Valuations for assets and liabilities traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar assets or liabilities or other inputs observable for the asset or liability, either directly or indirectly through corroboration with observable market data. If the asset or liability has a specified (contractual) term, a Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 – Valuations for assets and liabilities that are derived from other valuation methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer, or broker traded transactions. Level 3 valuations incorporate certain assumptions and projections in determining the fair value assigned to such assets or liabilities.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

For the fiscal years ended June 30, 2013 and 2012, the application of valuation techniques applied to similar assets and liabilities has been consistent. The following is a description of the valuation methodologies used for instruments measured at fair value:

Investments

The fair value of investments is the market value based on quoted market prices, when available, or market prices provided by recognized broker dealers.

Notes to Financial Statements

Note 3. Land, Buildings and Equipment

At June 30, 2013 and 2012, land, buildings and equipment consisted of the following:

	2013	2012
Equipment	\$ 233,270	\$ 223,218
Furniture and fixtures	449,385	449,385
	\$ 682,655	\$ 672,603
Less accumulated depreciation	(332,503)	(275,207)
	\$ 350,152	\$ 397,396

Note 4. Temporarily Restricted Net Assets

Temporarily restricted net assets as of June 30, 2013 and 2012 are available for the following purposes:

	2013	2012
Landscaping	\$ 1,926	\$ 3,155
Pledges and other time restrictions	9,800	15,725
	\$ 11,726	\$ 18,880

Net assets during the years ended June 30, 2013 and 2012 were released from donor restrictions by incurring expenses satisfying restricted purposes or by occurrence of other events specified by donors.

	2013	2012
Pledges and other time restrictions	\$ 13,725	\$ 13,200
Landscaping	1,229	--
	\$ 14,954	\$ 13,200

Note 5. Pension Plan

The Library maintains a defined contribution pension plan covering employees who have been employed by the Library for one year. The plan was established in April 1990. Contributions vest after one year of service. The library contributes 5% of eligible employee's earnings. The Library contributed \$25,048 and \$23,369 to the plan for the years ending June 30, 2013 and 2012, respectively.

Notes to Financial Statements

Note 6. Commitments and Contingencies

The Library receives a substantial amount of its support from state and local governments. A significant reduction in the level of this support, if this were to occur, may have a significant effect on the Library's programs and activities.

Note 7. Contributed Services

Contributions of services shall be recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

These amounts have been reflected in the financial statements for donated services. The Library pays for most services requiring specific expertise. However, the Library receives a significant amount of donated services from unpaid volunteers who assist in clerical duties. No amounts have been recognized in the statement of activities because the criteria for recognition under FASB Accounting Standards Codification have not been satisfied.

Note 8. Concentration of Credit Risk

The Library's cash amounts are maintained in two commercial banks located in Virginia which, at times may exceed federally insured limits. The Library has not experienced any losses on such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

Note 9. Related Parties

Friends of Samuels Library and Samuels Library Foundation ("the Foundation") are related Organizations of the Library that were created to support the Library. The related Organizations have not been consolidated in the Library's financial statements since they are separate entities and do not meet the requirements for consolidation. During the year, The Foundation dissolved its operations and donated the remaining funds to the Library. The Foundation donated to the Library \$6,816 and \$0 for the years ended June 30, 2013 and 2012, respectively.

Notes to Financial Statements

Note 10. Leases

The Library leases its facility on Criser Road from Warren County for \$1 each year. The lease is a 30-year term which will expire in January 2038.

In May 2012, the Library entered into a capital lease (with purchase option) with Warren County for the facility on Villa Avenue. Warren County will pay the Library \$550,000 less the \$231,372 remaining note payable balance over 8 years commencing January 1, 2012 and ending January 1, 2019. Future minimum lease payments at June 30, 2013 are as follows:

Year Ending June 30:

2014	\$	31,863
2015		31,863
2016		31,863
2017		53,105
2018		53,105
Thereafter		<u>53,105</u>
	\$	254,904
Imputed interest at 2%		<u>(18,702)</u>
	\$	<u><u>236,202</u></u>

Note 11. Investments

The Organization received a stock donation during the year ending June 30, 2013. The cost and fair value of securities are summarized as follows:

	<u>2013</u>	
	<u>Cost</u>	<u>Market Value</u>
Cash reserves	\$ 9,221	\$ 9,221
Corporate equity securities	140,691	131,570
Mutual funds	<u>121,273</u>	<u>117,613</u>
	<u>\$ 271,185</u>	<u>\$ 258,404</u>

Notes to Financial Statements

Note 12. Fair Value Measurements

The following table presents the balance of financial assets measured at fair value as of June 30, 2013:

	2013		
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Cash reserves	\$ 9,221	\$ --	\$ --
Corporate equity securities	131,570	--	--
Mutual funds	<u>117,613</u>	<u>--</u>	<u>--</u>
	<u>\$ 258,404</u>	<u>\$ --</u>	<u>\$ --</u>

Note 13. Subsequent Events

Subsequent to year end, the Library entered into an agreement for the purchase of an automation system at an approximate cost of \$49,000.

Subsequent to year end, the Library switched their retirement plan from a SEP to a 401(k). The terms remain the same as in Note 5 except the employees are now able to contribute to the plan in addition to the Library's contribution.

The Library has evaluated all events through November 11, 2013, the date the financial statements were available to be issued. The Library has determined there are no other subsequent events that require recognition of disclosure.